CUYAHOGA COMMUNITY COLLEGE

CAPTIONING AND COURT REPORTING

INFORMATION BOOKLET

Cuyahoga Community College
Western Campus
11000 Pleasant Valley Road
Parma, Ohio 44130

Phone: 216-987-5214
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http://www.tri-c.edu/CCR
Imagine being a part of . . .

... the drama of the courtroom, where life and death decisions are made or...

... the excitement of a boardroom, where business deals are negotiated or...

... the creation of television programming, where your work reaches a national audience or ...

... the satisfaction of the classroom, where you assist students with physical challenges!
WHAT IS A COURT REPORTER?

A court reporter is an individual who utilizes a stenotype machine or voice writing technology to capture all the spoken words in a legal proceeding or other event. These words can be presented on computer or television screens, displaying the instant voice-to-text translation. The captured words can also be translated into text for use in documents such as trial transcripts, medical reports, and so on.

Specialized software enables this voice-to-text translation. Captioning and court reporting students learn to use this software with either a stenotype machine or speech recognition engine.

This is a list of some of the employment opportunities that exist with court reporting technology training:

- Official Court Reporter
- Freelance Reporter
- CART Provider
- Broadcast Captioner
- Convention Reporter
- Webcaster
- Scopist
- Medical Transcriptionist
- Legal Transcriptionist
CAREER OUTLOOK

POTENTIAL EARNINGS

Judicial reporters earn an average of $65,000 to $72,000

CART providers earn an average of $35,000 to $65,000

Medical transcriptionists and scopists earn an average of $31,000 to $40,000

Captioners earn an average of $45,000 to $80,000


For more information about careers in the Captioning and Court Reporting industry, visit the following websites:

www.ncra.org, National Court Reporters Association

www.nvra.org, National Verbatim Reporters Association
CAREER TRACKS

Students may choose to go into the following career tracks after attaining a skill level of 225 words per minutes (wpm) as a steno writer or as a voice writer:

• **Judicial Reporting:** Positions may be attained in a freelance office and hired by attorneys to report depositions or in the courts. The U.S. Department of Labor projects that court reporting job opportunities will grow as fast as the average for all occupations.

• **CART (Communication Access Realtime Translation) providers:** CART is a word-for-word speech-to-text interpreting service for people who need communication access. Work in a variety of settings providing instant translation to the hearing or visually impaired. A CART provider uses a steno machine, notebook computer and realtime software to render instant speech-to-text translation on a computer monitor or other display for the benefit of an impaired individual or larger group in a variety of settings. Some CART environments might be: business, government, educational functions, classrooms, courtrooms, religious services, senior citizen meetings, conventions/conferences, banking and investment transactions, or anywhere communication access is needed. A CART provider is sensitive to the varying needs of the impaired person(s).

• **Broadcast Captioning:** Captioning of live television programs is done by specially trained court reporters called broadcast captioners. Federal rules require captioning of hundreds of hours of live programming each week, creating a surge in career opportunities. The demand for jobs in broadcast captioning is expected to grow 300%.

Students may choose to go into the following career tracks after attaining a skill level of 140 wpm as either a steno writer or a voice writer:
• **Transcriptionist:** A variety of opportunities exist to transcribe dictated materials created by doctors, lawyers, law enforcement investigators and so forth that need to be transferred into document form.

• **Scopist:** Court reporters often employ individuals to assist in editing and proofreading their transcripts. These workers, known as scopists, use their knowledge of legal proceedings and steno or voice technology in the production of a final transcript.

**TECHNOLOGY CHOICES**

Individuals who work in the court reporting industry may utilize either steno machine technology or voice writing software technology to accomplish their work. Each method prepares students for entry-level employment in voice-to-text translation opportunities, such as jobs as judicial and/or freelance reporters, CART providers, captioners, transcriptionists, and so on.

**Steno Machine Writers**

Students learn to use a stenotype machine and specialized software to type (write) spoken words and have them translated into text. Students learn a special language, known as theory, to enable them to type at a goal speed of 225 words per minute.

A stenotype machine is a computer-compatible device which has 22 keys and the number bar designed to be manipulated in a particular manner that permits multiple words to be written with one keystroke.

![Steno machine keyboard](image)

Industry-specific software is used to allow the steno machine to communicate and interact with your computer so that what is written on the steno machine can be translated into English and displayed on computer screens in realtime.
**Voice writers**

Students learn to use a speech recognition engine and specialized software to listen and repeat (dictate) spoken words and have them translated into text. Students learn to dictate in a manner which enables them to voice write at a goal speed of 225 words per minute.

A voice writing speech recognition engine is software that is trained to recognize an individual’s voice and create vocabulary that represents multiple words spoken in one syllable. We teach students to use Dragon and Eclipse, a computer-assisted translation software for court reporters.

Voice writing is used in many states in the country. This option uses a special apparatus (voice mask) through which the reporter’s voice translates into realtime technology on to a computer screen. This option is much like the steno machine, but rather the reporter’s voice is used together with special equipment to translate. The same career tracks above are available to voice writers.
**EDUCATIONAL OPTIONS**

**Associate of Applied Business Degree:**
After completing a full complement of academic and skill-specific courses, students obtain an Associate of Applied Business with a concentration in Captioning and Court Reporting. Students must complete 57-59 credit hours of study with a grade point average of 2.0, including 46-52 credit hours in court reporting courses. The Captioning and Court Reporting Department strongly recommends that students complete all the requirements for the associate degree. This degree has been approved by the The Higher Learning Commission of the North Central Association of Colleges and Schools. Cuyahoga Community College credits are transferrable to other colleges and educational institutions. This leads to employment as a court reporter, broadcast captioner, and/or CART provider.

**Certificate of Proficiency in Captioning and Court Reporting Certified Steno or Voice Writing:**
The CCR Program has been certified by the National Court Reporters Association in accordance with their General Requirements and Minimal Standards. Previously degreed students or those not seeking a degree may elect to complete only those courses which meet NCRA guidelines. This option prepares students for the same employment opportunities as the Associate of Applied Business degree. Total credits for steno is 48-52 and for voice 46-50.

**Court Reporting Technologies Short-term Certificate:**
Students who reach a speed of 140 words per minute and take the required 31 credit hours obtain this short-term certificate. This leads to employment opportunities for scopists or transcriptionists in court reporting firms, doctor’s offices, or as an independent contractor.

**Voicewriting Short-term Certificate:**
Students who complete this certificate may begin entry level employment as a court reporter, broadcast captioner, and/or CART provider. Total credits are 28.
Captioning and CART Short-term Certificate:
Students who have received the Court Reporting Technologies Short-Term Certificate may then go on to complete this specialized concentration of courses leading to employment as a broadcast captioner or CART provider. Total credits are 21.

GETTING STARTED AT CUYAHOGA COMMUNITY COLLEGE

The eligibility requirements for enrollment in the Captioning and Court Reporting (CCR) Program are:

- High school diploma/Ged
- ENG-0990 Language Fundamentals II or appropriate score on English Placement Test

ENROLLMENT PROCESS:

- Returning students (you have not registered for a Tri-C class in the last year) follow this checklist: [http://www.tri-c.edu/get-started/documents/enrollment-detailed-checklist-returning-student.pdf](http://www.tri-c.edu/get-started/documents/enrollment-detailed-checklist-returning-student.pdf)
- Transfer students (coming to Tri-C from another college or with college credits) follow this checklist: [http://www.tri-c.edu/get-started/documents/enrollment-detailed-checklist-transfer-student.pdf](http://www.tri-c.edu/get-started/documents/enrollment-detailed-checklist-transfer-student.pdf)

Registration:

- Select the courses you would like to take based on the suggested sequences that follow (beginning on page 17 of this booklet). Feel free to contact the Program Director for assistance in setting up a schedule based on your individual circumstances.

*Students must have their equipment once they start the theory classes in either machine or voice. Equipment is not necessary for the Introduction courses (C&CR 1000 or C&CR 1100)
Supplies and Equipment:

**CAMPUS MACHINE SCHOLARSHIP OPPORTUNITY:**

The campus machine scholarships provides students taking the Realtime Theory and speedbuilding sequences on the campus with the use of a steno machine (value of $2000) for two years. Please contact Kelly Moranz, Program Director, at 216-987-5214 for additional information and to determine if you are eligible.

**PURCHASING A STENO MACHINE:**

Students who are enrolled in the online Realtime Theory course, (C&CR 1300) must have a working, computer compatible stenotype machine to begin.

*Note: Financial aid can be used to purchase your steno machine prior to the start of the semester by using your book allotment and potentially emergency funds. Please contact Kelly.Moranz@tri-c.edu for more details.*

It is recommended that students purchase a new or used student-model steno machine, such as a 400 SRT or another computer-compatible machine. Additionally, in order for your machine to be compatible with DigitalCAT, the free student computer-aided transcription (CAT) software utilized, purchase of an IOGEAR brand USB to serial adapter is necessary. *Students are encouraged to contact the Program Director or faculty for information on steno machine purchases.*

The following is a list of companies that sell steno machines:

- There are companies which sell or rent refurbished steno machines:
  - [www.stenoworks.com](http://www.stenoworks.com) - Contact: Kerry Brunner (purchase or rentals).
  - The program uses this vendor and used machines come with a warranty. Rental options are available.

- [www.acculaw.com](http://www.acculaw.com)

- **Stenograph** is a manufacturer and seller of steno machines.
All of these machines are computer compatible. Steno machines come with keys that are all the same size. It is recommended students order wide keys for the asterisk* and the –D–Z keys, as this makes writing on the machine easier.

**PURCHASING VOICE WRITING EQUIPMENT:**

Students who are enrolled in Voicewriting I & II must have a computer and voice writing software. Students need to purchase one of the following:

*Dragon Naturally Speaking Professional, DPI, Version 15.* Students may purchase the software directly from [www.nuance.com](http://www.nuance.com) to purchase directly or another reputable source.

A headset must be purchased as well for use in Voicewriting I. Professionals recommend purchasing a Logitech brand.

Students need to purchase a steno mask for use in Voicewriting II, such as a Sylencer SmartMic ($310) and USB audio adapter, available at [www.techtalk.com](http://www.techtalk.com).

When students are in their second semester, Voicewriting III, they must purchase Eclipse Voice Student software which will be needed in conjunction with the Dragon software. Students can purchase the software from Advantage Software, [http://www.eclipsecat.com](http://www.eclipsecat.com). The cost is about $599.

*Note: Financial aid can be used to purchase your voice equipment prior to the start of the semester by using your book allotment and potentially emergency funds. Please contact Kelly.Moranz@tri-c.edu for more details. Be sure to check with your instructor before making any purchases.*

**REALTIME COACH**

Realtime Coach, our practice and testing platform, is required for each semester in which you are writing using your steno or voice technology. It is considered a “book” if using financial aid funds. If financial aid funds are not available, it can be purchased directly from Realtime Coach at a slightly lower cost.

Other supplies, equipment, and costs include textbooks, paper, three-ring binders, and lab fees.
Online Learning:

Cuyahoga Community College offers students the ability to study from remote locations. CCR courses are designed to teach the student how to write on the stenotype machine or with the use of voice recognition software and build their speed in a distance-learning format.

You will need basic computer skills and should be comfortable using a word processing program, browsing for files, copying and pasting between programs.

You will need a computer that connects to the Internet. Your student ID number and password are required for access.

Students will need to be able to do the following:

- Access the Internet through course links
- Use email
- Attach documents to homework submission links
- Open and save documents to personal computer

If students have any questions about these activities, please contact your instructor for assistance.


A laptop is strongly recommended along with a laptop cooling pad. Voice writing students should consider a computer with at least 4G of RAM, preferably 8G for best performance.

***PLEASE NOTE: For the Captioning and Court Reporting Program, Apple/MAC products are not compatible with the software that is used in our program.

Online courses will include lab fees.
FREQUENTLY ASKED QUESTIONS . . .

1. What career options do I have after completing this program?
   Cuyahoga Community College’s Captioning and Court Reporting (CCR) Program provides education and realtime training that prepare you to succeed in rewarding, high-tech careers. Career options include the following: Working in the legal arena as a judicial or freelance reporter; working in the education environment as a Communication Access Realtime Translation (CART) provider; working in the broadcast environment as a closed captioner; working in the medical field as a medical transcriptionist or in other industries doing transcription work.

   A career in court reporting offers flexibility. You may want to work from home or you may want to work more or less hours on different days of the week.

2. Is court reporting a growing field?
   Court reporting is an expanding field. Career opportunities have emerged for court reporters generally, and there is expected to be substantial growth in the area of captioning. There is continued strong growth for freelance and official reporters as well as transcriptionists and CART providers.

3. Does Cuyahoga Community College offer comprehensive training?
   Yes. Cuyahoga Community College offers a curriculum that meets the challenges and opportunities presented by the modern workplace. We offer hands-on, student-focused training.

4. Do the Court Reporting faculty at Cuyahoga Community College have experience working as court reporters?
   Yes. You will learn from instructors who work presently or who had actually worked in the field for several years. All faculty members have college degrees and hold various NCRA and/or NVRA certifications. In addition, our faculty have won numerous awards for their online teaching methods. One faculty member is a merit speed winner.
5. Is the program accredited?
Yes. Cuyahoga Community College is an accredited college and approved by the North Central Association of Colleges and Schools. The Tri-C CCR Program is approved by NCRA (National Court Reporters Association) and affiliated with NVRA (National Verbatim Reporters Association).

6. How long is the program? Do I get an associate degree? Can I take only classes for this program?
Students may work toward the Associate of Applied Business with a concentration in Captioning and Court Reporting or take only the court reporting classes. Both options can be a minimum of two academic years in length including summers. Some students in our program have finished in only 18 months for steno and 12 months for voice. Some students decide to take only the court reporting classes, thus eliminating the general education requirements of math, English, and humanities. Both options lead to employment once the required speed is obtained. Completion time is based on individual progress to the writing speed of 225 words per minute with steno or voice technology.

7. May I complete the program on a part-time basis?
Yes. Many of our students work full-time and take classes on a part-time basis, taking advantage of our online and/or our daytime course offerings.

8. May I do this entire program as an online option? May I take some courses on the Web and some traditional classroom?
Yes, to both questions. The entire CCR program is available online for those students who need to learn from home. In fact, all of our students take several of their classes online even if they live locally. However, the voice writing program is online only.

9. What if I’m having a difficult time with attaining speed -- will I be asked to drop out of the program?
No. Students are never asked to drop out of the program. To assist students in obtaining the necessary speeds, sometimes extra enhancement materials and classes are added to the curriculum or sometimes students might have to repeat certain speed classes. Our instructors work closely with students.
10. **What makes Tri-C different from other court reporting schools in the area? Why should I go to Tri-C?**
Tri-C offers a quality education from a nationally recognized faculty. Students benefit from the lowest tuition costs for court reporting training in the state of Ohio and one of the lowest nationally. Our program provides flexible options for instruction and training and job placement assistance anywhere in the country. Additionally, we train students to be a realtime writer, the highest standard in the industry providing you with the widest employment possibilities. We encourage students to investigate other programs as we are confident that Cuyahoga Community College’s CCR Program stands out in comparison providing the highest caliber of instruction.

11. **Is financial aid available?**
Yes. The College participates in all financial aid programs such as Pell, OIG, and others.

Financial aid is available in the form of various grants, student loans, Veteran’s programs, and scholarships. For scholarship information, visit [www.tri-c.edu/scholarships](http://www.tri-c.edu/scholarships).

A special court reporting scholarship, the Angela Hergenroeder Scholarship, assists qualifying court reporting students. We are also a Project Steno Partner. In addition, some students might qualify for on-campus work.

12. **What theory is taught at Tri-C?**
The CCR Program teaches a theory that blends aspects of commonly written theories so that a most efficient and effective use of the keyboard and language ensure excellent realtime writing skill development. This has a built-in dictionary with over 142,000 entries. Students who learn this theory are ready for entry-level realtime work.

13. **What kinds of skills do I need to be successful in the CCR Program?**
A positive attitude with a strong desire to do well along with the self-discipline to practice independently will support the successful steno or voice student.

14. **Are students able to obtain on-the-job training while attending school?**
Students must serve a 75-hour internship as part of the required curriculum. When students reach the 200 wpm level of speed, he/she is placed in the courts, freelance firms, and/or captioner/CART providers to attend sessions/depositions with a practicing reporter while continuing their studies at Tri-C.
15. How much time will I need to practice as a steno or voice student?
Practicing is an individual decision. Speed comes easier to some students than others. Ideally, faculty recommend approximately three hours a day of practice. A student who practices less than three hours a day can still be successful, but should anticipate a lengthier course of study.

16. How long does it usually take to complete?
That depends on a number of factors. If you are a full-time student you can expect to be in class a minimum of 18 months to two years, but it may take longer to achieve the speed and accuracy required to begin work. Part-time students can expect to spend a minimum of the three to four years in school. The single most important factor in determining program length is the amount of time devoted to practicing and individual progress in reaching the 225-wpm writing speed.

17. What are Tri-C’s costs?

**Tuition costs as of Fall 2019 Semester:**

- Cuyahoga County residents
  - $114.54 per credit hour

- Ohio residents (outside Cuyahoga County)
  - $144.08

- Out-of-state residents
  - $271.19

18. Who should I talk with to get additional information?
If you would like the information, please contact:

- **Kelly Moranz,** Program Director at 216-987-5214, kelly.moranz@tri-c.edu
- **Jimi Gonzalez,** Program Assistant at 216-987-5113, jimi.gonzalez@tri-c.edu
- or a member of our faculty:
  - Dr. Jen Krueger, 216-987-5572, jen.krueger@tri-c.edu
  - Kolleen Barnes, 216-987-5234, kolleen.barnes@tri-c.edu
## First Semester

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<td>Realtime Theory IV (Option A)</td>
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<td>C&amp;CR-1451</td>
<td>Speedbuilding and Transcription at 140 WPM</td>
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**Total Credit Hours** 57-59

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1 Consecutive eight week course.
S407-C&CR: Captioning and Court Reporting Certified
Stenowriting, Certificate of Proficiency

Effective Catalog Fall 2019
Suggested Semester Sequence

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</tr>
<tr>
<td>C&amp;CR-2841 Internship</td>
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<tr>
<td>C&amp;CR Any C&amp;CR elective course</td>
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¹This class is only offered in the summer specific to C&CR students.
### First Semester

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>C&amp;CR-1100</td>
<td>Introduction to Voice Captioning</td>
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<tr>
<td>C&amp;CR-1200</td>
<td>Voicewriting I</td>
<td>2</td>
</tr>
<tr>
<td>C&amp;CR-1210</td>
<td>Voicewriting II</td>
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### Second Semester

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<td>Voicewriting III</td>
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<td>C&amp;CR-1451</td>
<td>Speedbuilding and Transcription at 140 WPM</td>
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<tr>
<td>C&amp;CR-2351</td>
<td>Editing Legal Documents</td>
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### Summer Session

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<tr>
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<td>Speedbuilding and Transcription at 180 WPM</td>
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<tr>
<td>C&amp;CR-1601</td>
<td>Court Reporting Technology</td>
<td>4</td>
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<td>C&amp;CR-xxxx</td>
<td>Any C&amp;CR elective course</td>
<td>1-3</td>
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<tr>
<td>CJ-1120</td>
<td>Criminal Court Procedures</td>
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### Third Semester

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<tr>
<td>C&amp;CR-2200</td>
<td>Medical Terminology for Captioning and Court</td>
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<tr>
<td>C&amp;CR-2300</td>
<td>Reporting</td>
<td>3</td>
</tr>
<tr>
<td>C&amp;CR-2451</td>
<td>Court Procedures</td>
<td>3</td>
</tr>
<tr>
<td>C&amp;CR-2602</td>
<td>Speedbuilding and Transcription at 225 WPM</td>
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<td></td>
<td>Technical Terminology</td>
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### Fourth Semester

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<tr>
<td>C&amp;CR-2470</td>
<td>Advanced Technology</td>
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<td>C&amp;CR-X</td>
<td>Any C&amp;CR elective course</td>
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<tr>
<td>C&amp;CR-2841</td>
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<td><strong>Total Credit Hours</strong></td>
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</table>

1This class is only offered in the summer specific to C&CR students.
S408-C&CR: Voicewriting, Short-Term Certificate

Effective Catalog Fall 2019

Suggested Semester Sequence

First Semester

- **C&CR-1100** Introduction to Voice Captioning 1
- **C&CR-1200** Voicewriting I 2
- **C&CR-1210** Voicewriting II 2
- **C&CR-1350** Legal Terminology 3
- **C&CR-1470** Transcript Production for Court Reporting and Captioning 2
- **C&CR-2351** Editing Legal Documents 3

Credit Hours 13

Second Semester

- **C&CR-1220** Voicewriting III 4
- **C&CR-2200** Medical Terminology for Captioning and Court Reporting 3
- **C&CR-2401** Speedbuilding and Transcription at 180 WPM 3

Credit Hours 10

Third Semester

- **C&CR-2451** Speedbuilding and Transcription at 225 WPM 3
- **C&CR-2841** Internship 2

Credit Hours 5

Total Credit Hours 28

---

S403-C&CR: Court Reporting Technologies

Short-Term Certificate

Effective Catalog Fall 2019

Suggested Semester Sequence

First Semester

- **C&CR-1350** Legal Terminology 3
- **Select one of the following:** 1
  - **C&CR-1000** Introduction to Court Reporting
  - **C&CR-1100** Introduction to Voice Captioning 2
- **Select one of the following:** 4
  - **C&CR-1300** Realtime Theory I
  - **C&CR-1200** and Voicewriting I
  - **C&CR-1210** and Voicewriting II 1

Credit Hours 8

Second Semester

- **C&CR-2351** Editing Legal Documents 3
- **Select one of the following:** 4
  - **C&CR-1331** Realtime Theory II
  - **C&CR-1335** and Realtime Theory III
- **C&CR-1220** Voicewriting III

Credit Hours 11
# Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>C&amp;CR-1341</td>
<td>Realtime Theory IV</td>
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### Summer Completion

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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>C&amp;CR-1451</td>
<td>Speedbuilding and Transcription at 140 WPM</td>
<td>3</td>
</tr>
<tr>
<td>C&amp;CR-1601</td>
<td>Court Reporting Technology</td>
<td>4</td>
</tr>
<tr>
<td>C&amp;CR-2200</td>
<td>Medical Terminology for Captioning and Court</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Credit Hours</td>
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**Total Credit Hours** 31

1 Consecutive eight week course.

---

## S405-C&CR: Captioning and Cart Providing

### Short-Term Certificate

**Effective Catalog Fall 2019**

**Suggested Semester Sequence**

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>C&amp;CR-2401</td>
<td>Speedbuilding and Transcription at 180 WPM</td>
<td>3</td>
</tr>
<tr>
<td>C&amp;CR-2480</td>
<td>Using Captioning Technology</td>
<td>3</td>
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<tr>
<td>C&amp;CR-2510</td>
<td>CART Production</td>
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</tr>
<tr>
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### Second Semester

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>C&amp;CR-2451</td>
<td>Speedbuilding and Transcription at 225 WPM</td>
<td>3</td>
</tr>
<tr>
<td>C&amp;CR-2520</td>
<td>Captioning Production</td>
<td>3</td>
</tr>
<tr>
<td>C&amp;CR-2602</td>
<td>Technical Terminology</td>
<td>3</td>
</tr>
<tr>
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<td>Credit Hours</td>
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### Summer Completion

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>C&amp;CR-2550</td>
<td>Writing for Captioning and CART</td>
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<tr>
<td>C&amp;CR-2910</td>
<td>Internship for Captioning and CART</td>
<td>1</td>
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<tr>
<td></td>
<td>Credit Hours</td>
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</table>

**Total Credit Hours** 21

A student wishing to enroll in this certificate program must first complete the Court Reporting Technologies short-term certificate.

Please consult with the CCR Program Director for scheduling.
GRADUATION REQUIREMENTS

Tri-C’s CCR Program requires that students must demonstrate specific competencies.

As a certified NCRA approved and NVRA affiliated program, Tri-C students are required to fulfill the following standards:

• Steno and voice students must pass a minimum of three 5-minute tests on unfamiliar matter with 97 percent accuracy at each of the following speeds:
  o 225 wpm question and answer (two voices)
  o 200 wpm jury charge
  o 180 wpm literary

• Serve an internship of not less than 75 “writing” hours.
COURSE DESCRIPTIONS

C&CR-1000 Introduction to Court Reporting
1 credit (4 weeks)
A comprehensive survey of the field of court reporting. Examination of
the history of reporting, diversity, equipment needs, and technological
trends, role of the working steno reporter within the legal system,
corporate environment, and educational system. (Can be used an elective
if 1100 has been completed)

C&CR-1100 Introduction to Voicewriting
1 credit (4 weeks)
Introduction to voice captioning technology and the employment
opportunities in the field. (Can be used an elective if 1000 has been
completed)

C&CR-1200 Voicewriting I
2 credits (8 weeks)
Instruction in the use of voice-recognition software and technology.
Application of such technology enables users to create and edit
documents, send email, access the Internet and perform other functions
all in a hands-free manner.

C&CR-1210 Voicewriting II
2 credits (8 weeks)
Study of speech-to-text technology and the use of voice-recognition
software while developing increased dictation speed, learn to dictate
while listening to dictation, and create various documents including
Excel Spreadsheets, and particular legal and medical documents.

C&CR-1220 Voicewriting III
4 credits
Realtime translation of legal proceedings, broadcasts, and other voice-
to-text environments, using voice writing captioning-specific software
in addition to speech-recognition software.

C&CR-1300 Realtime Theory
4 credits
Focus on principles of writing on stenotype machine. On-line
instruction of machine shorthand keyboard, arbitraries, phrases, word
beginnings and endings. Emphasis on reading, writing, and reporter
English skills in preparation for speedbuilding and transcription.

C&CR-1331 Realtime Theory II
2 credits (8 weeks)
This course is a continuation of Realtime Theory. Students will
continue study of theory principles.

C&CR-1335 Realtime Theory III
2 credits (8 weeks)
Introduction to Question and Answer, Jury Charge, and Literary style
materials. Minimum exit speed of 80 words per minute. Utilization of
computer-aided transcription software.

C&CR-1341 Realtime Theory IV
2 credits (8 weeks)
This course is a continuation of Realtime Theory III. Students will
complete study of theory principles.
C&CR-1350 Legal Terminology
3 credits (14 weeks)
Provides students with a broad legal vocabulary useful in any law related field. Emphasis on spelling, definition, and usage of legal terms.

C&CR-1401 Speedbuilding and Transcription at 100 wpm
3 credits (elective)
Speedbuilding at 80-100 wpm level. Utilization and expansion of machine-writing theory. Practical procedures on stenotype machine to develop beginning skill levels. Minimum exit speed is 100 wpm.

C&CR-1451 Speedbuilding and Transcription at 140 wpm
3 credits
Speedbuilding at 120-140 wpm level. Utilization and expansion of machine-writing or voicewriting theory. Practical procedures on stenotype machine or utilizing voicewriting technology to develop skill levels on question and answer testimony, jury charge and literary materials. Minimum exit speed is 140 wpm.

C&CR-1460 Literary Writing 2
credits (elective)
Focuses on the skills of literary writing using court reporting technology. Emphasizes accuracy and writing development for the judicial, communication access real-time transcription (CART) and captioning environments.

C&CR-1470 Transcript Production for Court Reporting and Captioning 2 credits (8 weeks) (elective)
Students will gain knowledge regarding various transcript components for different levels of court proceedings (depositions, statements, arbitrations and so on at municipal, common pleas, and federal levels); demonstrate ability to create title pages, appearance pages, certificate pages as found within a variety of transcripts.

C&CR-1601 Court Reporting Technology 4 credits

C&CR-2200 Medical Terminology for CCR 3 credits
Study of basic medical terminology utilized in the captioning and court reporting profession. Emphasis on definition and usage of the medical terms, and research practices for transcript production.

C&CR-2300 Court Procedures 3 credits
Emphasizes role of official and freelance reporter including communications skills professional image and business etiquette. Preparation of deposition/court transcripts marking and handling of exhibits indexing and storing notes reporting techniques and ethics including NCRA Code of Ethics.

C&CR-2310 Realtime Writing for Court Reporting and Captioning (8 wks) 2 credits (elective)
Focuses on precision and accuracy of realtime writing skills.
C&CR-2351 Editing Legal Documents
3 credits
To develop understanding of parts of speech, sentence structure, proofreading, and management of other people's spoken words. Rules of punctuation and grammar go beyond the basics and are modified to accommodate ambiguous, clumsy, incongruous, and incorrect English frequently found in legal transcripts.

C&CR-2360 Proofreading Skills Development
2 credits (elective)
Focuses on applying proofreading and editing skills to legal transcripts, jury charges, and literary materials. Accuracy of editing with regard to the placement of punctuation marks and spelling.

C&CR-2401 Speedbuilding and Transcription at 180 wpm
3 credits
Speedbuilding at 160-180 wpm level. Utilization and expansion of machine-writing or voicewriting theory. Practical procedures to develop skill levels on questions and answer testimony jury charge and literary materials. Minimum exit speed is 180 wpm.

C&CR-2451 Speedbuilding and Transcription at 225 wpm
3 credits
Speedbuilding at speed level at 225 wpm. Question and Answer test materials, 200 wpm Jury Charge test materials and 180 wpm Literary test materials. Utilization and expansion of machine-writing and voicewriting theory. Practical procedures on stenotype machine to develop skill levels on questions and answer testimony, jury charge, and literary materials.

C&CR-2470 Advanced Technology
3 credits
Capstone Course in Captioning and Court Reporting. Students apply technology and format applications to produce transcripts in preparation for initial employment. This is a concentrated production-oriented class with employment-related projects, deposition projects and realtime projects.

CCR-2480 Using Captioning Technology
3 credits
Students apply steno or voice technology and format applications to produce captioning simulations in preparation for initial employment. A concentrated, production-oriented class with employment related projects from the captioning environment.

C&CR-2510 CART Production
3 credits
Focus on realtime writing and dictionary management for use in the Communications Access Realtime Translation (CART) environment.

C&CR-2520 Captioning Production
3 credits
Focus on the production of captions using steno or voicewriting technology. Building endurance and accuracy in realtime writing.

C&CR-2550 Writing for Captioning and CART
2 credits
Focuses on building realtime writing endurance in the captioning and Communication Access Real-time Transcription (CART) environments. Centers on accurate realtime translation and display of English text.
C&CR-2602 Technical Terminology
3 credits
Designed to expose students to much of subject matter court reporters encounter. Emphasis on medical and technical testimony with materials duplicated from real-life situations

C&CR-2660 RPR Exam Prep
2 credits
Provides preparation for national certification exam. Speedbuilding at 160-180 wpm level. Utilization and expansion of machine-writing theory. Practical procedures on stenotype machine to develop skill levels on questions and answer testimony, jury charge and literary materials. Minimum exit speed is 180 wpm. Stenotype machines and access to a computer with Internet is required

C&CR-2841 Internship
2 credits
Provides student with 75 hours of actual writing time during on-the-job-training using machine shorthand technology.

C&CR-2910 Internship for Captioning and CART
1 credits
Provides student with 50 hours of actual writing time during on-the-job training using voicewriting technology or machine shorthand technology in the Captioning and Communication Access Real-time Transcription (CART) environment. Provides student with 30 hours of research and dictionary preparation during on-the-job training in Captioning and CART environments.

CJ-1120 Criminal Court Procedure
2 credits
Exploration of US adversary system of criminal justice. Examines components including legislature, police, prosecution, courts and corrections. Comprehensive review of procedures, beginning with arrest through post-trial motions and sentencing. ++ (This class is offered only online in the summer session specifically for court reporting students).
1. **Program Prerequisites:**

- ✔ Completed Tri-C application
- ✔ Eligible for English 1010 (determined by placement testing or previous college transcript)

2. **Program Options:**

- ✔ Associate of Applied Business Degree (See AAB Semester Sequence)
- ✔ Certificate of Proficiency in Captioning and Court Reporting either Certified Steno Writing or Certified Voice Writing
- ✔ Voicewriting Short-term Certificate
- ✔ Court Reporting Technologies Short-term Certificate
- ✔ Captioning and CART Short-term Certificate

3. **Course Length:**

- ✔ Traditional Full-time Program: Students take a full load of C&CR and academic courses.
- ✔ Traditional Part-time Program: Students take less than a full load of C&CR and academic courses each semester.

4. **Equipment Requirements:**

- ✔ Computerized steno machine with tripod or voice writing software
- ✔ Computer - laptop preferred
- ✔ DigitalCat software for steno machine writers or Dragon/Eclipse software for voice writers, stenomask, Andrea device
- ✔ Paper, file folders, envelopes.
IMPORTANT NAMES AND PHONE NUMBERS TO REMEMBER:

Cuyahoga Community College
Court Reporting and Captioning Program
Western Campus, C245A
11000 West Pleasant Valley Road
Parma, OH 44130

Program Director:
Kelly Moranz
Phone: 216-987-5214
E-mail: kelly.moranz@tri-c.edu

Program Assistant:
Jimi Gonzalez
Phone: 216-987-5113
Email: jimi.gonzalez@tri-c.edu

Full-Time Faculty:
Dr. Jen Krueger
Phone: 216-987-5572
E-mail: jen.krueger@tri-c.edu

Kolleen Barnes
Phone: 216-987-5234
E-mail: kolleen.barnes@tri-c.edu

Financial Aid Office:
216-987-5100
1-800-954-8742, Option 2

Admissions and Records Office:
216-987-5150
1-800-954-8742, Option 3

Counseling Office:
216-987-5200
1800-954-8742, Option 4
WHY CHOOSE TRI-C FOR CAPTIONING AND COURT REPORTING?

- The Cuyahoga Community College’s Court Reporting Program is approved by the National Court Reporters Association (NCRA) and is affiliated with the National Verbatim Reporters Association (NVRA) specializing in education for the “Realtime Reporter.”

- Students learn from instructors who have had direct experience in the court reporting field.

- Full-time instructors are degreed and certified.

- Lowest court reporting program tuition in state of Ohio and low out-of-state tuition.

- Degreed program entirely available online as well as campus class opportunities.

- Job placement assistance offered – 100% employment rate for graduates for over 25 years.

- Campus scholarship and financial aid available.

- Hands-on training with the latest technology.

- Participate in mock trials with law schools.

- Work with professionals in an intern experience.